Starting Programs using the Keyboard
(Windows 7)

1. Press the
Windows key.
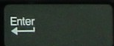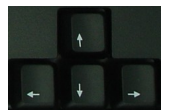
"Press" means
for an instant.

Start Menu

This will bring up the **Start Menu**

2. If the Program appears on the **Start Menu** use the
up and down arrow keys to select the the Program and
press **Return/Enter** to open it.
If there is a right arrow against the Program you can show
recently used files by pressing the right arrow. If you wish you
can open one of these directly with the Program by pressing
the down arrow to select which file before pressing
Return/Enter.

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3. If the Program does not appear on the **Start Menu** press its initial letter **key**. This will show a list of Programs and other items beginning with this letter.

Use the up and down arrow keys to select the the Program and press **Return/Enter** to open it.